



FINANCE FOR NON-FINANCE MANAGER / EXECUTIVE

Today's business managers are required to make day-to-day decisions at the operational and project levels. Making right decisions will maximize the value of organization and improve the performance of their operations. As a result, it is important for managers to understand the financial aspects of business performance besides dealing with technical information. Participants will learn how to evaluate the financial performance and position on a monthly and yearly basis. In addition, they will learn the financial tools in analysis of financial statements and making appropriate decisions. Managers will be able to use their new financial knowledge to make more effective decisions. This course will provide basic financial principles and cover generic financial management tools necessary for decision-making.

Target Audience

Non-Finance Managers and Executives

PLEASE FAX OR EMAIL THE REGISTRATION FORM TO :

sabrina@fmm.org.my,
astrie@fmm.org.my
nur_ain@fmm.org.my

Tel : 07 - 357 7613
Fax : 07 - 357 7613

ADMINISTRATIVE DETAILS

Date	:	November 5 - 6, 2024 (Wed-Thu)
Time	:	2 Days (9:00 am - 5:00 pm)
Venue	:	FMM Institute, Johor Branch No. 1 & 3, Jalan Kencana Mas 1/1, Tebrau Business Park III, 81100 Johor Bahru, JOHOR
Fees	:	RM 1,134.00 (FMM Member) RM 1,242.00 (Non member) The fee inclusive Service Tax at 8%
Closing Date	:	October 22, 2025 (Wednesday)
Training Programme No.	:	10001486447
Training Provider	:	FMM Institute Johor MYCID: 475427W_JOHOR



COURSE OUTLINE

Read and Understand Financial Statements

- Income Statement
- Balance Sheet
- Statement of Cash Flows and Changes in Equity

Analyze Key Financial Information

- Financial Ratios
- Financial Trend and Indicators

Break Even Analysis for Production Decision Making

- Contribution Margin
- Break Even Point
- Margin of Safety
- Target Income

Using Budgets to Achieve Organizational Objectives

- Identify the role of budgets and budgeting in organizations
- Demonstrate the importance of each element of the budgeting process
- Explain the different types of operating budgets and financial budgets

Determine Cost in Doing Business

- Identify the cost components
- Calculate variable costs per product, fixed costs, total costs per unit and management and control

Capital Investment

- Is the investment worthwhile?
- Return on investment
- Payback
- Net Present Values
- Internal Rate of Return

Source of Finance

- Short Term vs long term financing
- What is leasing?
- Lease vs Term loans

FACILITATOR

Kenneth Ng is a holder of an MBA degree from the Heriot-Watt University, United Kingdom and a Certified Training Professional (CTP) from ARTDO International. He is also a recipient of the prestigious King Scout (Pengakap Raja) award bestowed by the Malaysian King in 1989. Also, Kenneth is a certified trainer to conduct The Heart of Coaching (HOC) program, a program developed by internationally renowned guru Thomas G. Crane, USA.

All cancellations must be made in writing. There will be no charge for cancellation received 7 or more working days before the start of the programme. Cancellation received 5 working days before the start of the programme is subjected to a cancellation fee of 50% of the course fees. Cancellation received 3 working days and below before the start of the programme is subjected to cancellation fee of 100% of the course fees. If the participant fails to attend the programme, the full course fees are payable. However, replacement can be accepted at no additional cost.



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NOVEMBER 5 - 6, 2025 | VENUE : FMM INSTITUTE, JOHOR BRANCH

FMM Institute (475427-W)

Ms Sabrina / Pn. Astri / Pn. Ain

Email : sabrina@fmm.org.my / astri@fmm.org.my
/ nur_ain@fmm.org.my

Tel: **07-357 7613** Fax: **07-357 7618**

Dear Madam,

**Please register the following participant (s) for the above programme:
(To be completed in BLOCK LETTERS)**

Please tick accordingly:

- Fees:** ☐ **FMM Member: RM 1,134.00/pax**
(inclusive of 8% Service Tax)
- ☐ **Non Member: RM 1,242.00/pax**
(inclusive of 8% Service Tax)

1. *Name

***Designation**

***Email**

Nationality

***IC No.**

***Mobile No.**

2. *Name

***Designation**

***Email**

Nationality

***IC No.**

***Mobile No.**

(if space is insufficient, please attach a separate list)

Disclaimer

Registration is on a first-come first-served basis. All cancellations must be made in writing. There will be no charge for cancellation received 7 or more working days before the start of the webinar. Cancellation received 5 working days before the start of the class is subject to a cancellation fee of 50% of the training fees. Cancellation received 3 working days and below before the start of the class is subject to a cancellation fee of 100% of the training fees. If the participant **fails to attend** the programme, the **full training fees are payable**. However, replacement can be accepted at no additional cost. The FMM Institute reserves the right to change the speaker, reschedule or cancel the webinar and all efforts will be taken to inform participants of the changes.

We hereby confirmed that (please tick accordingly):

- ☐ We will be claiming under **HRD CORP CLAIMABLE COURSES** and full payment would made to FMM Institute in the event that no disbursement from HRD Corp under any circumstances.
- ☐ We will **NOT BE CLAIMING** under **HRD CORP CLAIMABLE COURSES**. Payment will be made to account payee **FMM Institute** by cheque or bank transfer to **Maybank Account No. 501280056601**.

Submitted by:

Name

Designation

Email

Tel

Fax

Mobile No.

Company

Date

Address

Company Stamp & Signature